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FILE *Meeting (Minutes)*
28 JUN 1968

MINUTES

DD/S STAFF MEETING

25 June 1968 - 1030 Hours

Bj

2. Agency-Sponsored Training at Academic Institutions

The DD/S noted that the Office of Communications recently recommended two employees for two-year graduate programs at external training facilities. He suggested that other offices might wish to consider the advisability of such development programs for their own personnel.

3. Candidates for National Interdepartmental Seminar

Only two candidates have been nominated to meet our quota of eight for the 8 July class; one of these is from OTR. [] commented that the recent revision of U.S. insurgency policy, now to be known as Foreign Internal Defense Policy, may lead to more emphasis on the NIS. The DD/S asked all offices to consider whether or not they have suitable candidates at the GS-13 and above level.

4. Conduct of Briefings

Mr. Bannerman pointed out that briefings should be structured for the particular audience attending. The briefer should stay away from cliches, manufactured language, and technical terms common to the particular field. Briefings should usually be in plain, everyday laymen's English. Similar efforts should be made to simplify the language used in papers.

5. Security Violations

There were five security violations during the month of May; two in the Office of Communications, one each in the Offices of Medical Services and Training, and the Support Services Staff. This contrasts with two violations for the month of May 1967.

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6. Professional Applicant Test

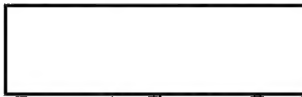
The DD/S has decided that the PATB will be divided into two parts, to be implemented 1 July 1968 in our new testing program. The intellectual part will be known as the CIA Test for field administration; the second part will be given at Headquarters.

7. FY 1968 Budget

The latest information is that the Agency will take a \$29 million cut; the DD/S expects that there will be no further cut in addition to this.

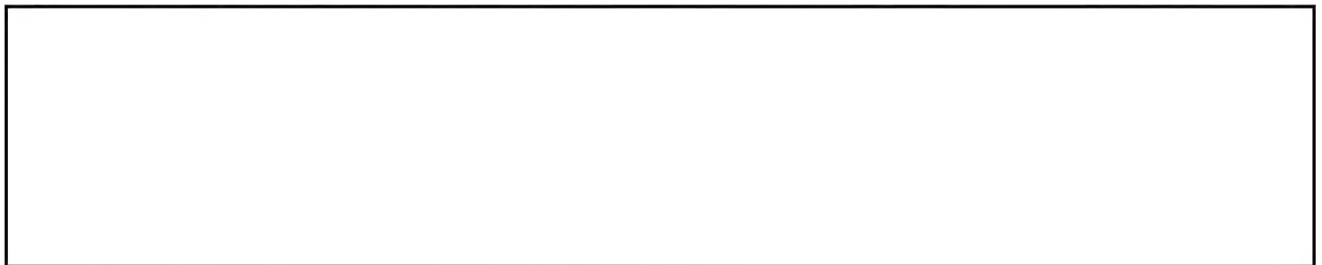
8. Issues Raised by the Bureau of the Budget

Three topics for further study were raised in the Support area:



Records Center Problem

also out. The DCI has indicated that he wants a thorough study of the Records Program; this should give some needed push to the Records Officer proposal recently forwarded to Colonel White.



10. S. 1035

The DCI is testifying before the Subcommittee at 1100 this morning. The DD/S commented on the extensive work involved in preparing for the DCI's appearance on this bill, and also in preparing his parallel testimony on H.R. 17760. The Agency wants a full exemption from either bill reported by the Subcommittee.

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b. Mr. Wattles:

Now has a gray line.

In comments on the conference report on the bill reducing government expenditures, imposing 10% tax surcharge, etc. it seems apparent that agencies may not exceed their 30 June 1966 strength figure in any one month. This means that it will be necessary to carefully schedule EOD dates for all personnel so as not to exceed the applicable strength figure in any month. The question of whether or not IAS is totally included within ceiling figures is not yet settled. The DD/S said that he would like to see the Congressional Record on this strength accountability point.

c. Mr. Osborn:

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d. Dr. Tietjen:

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e.

Attended a conference of NIS coordinators.

The Agency is sending its first negro employee to a Senior Service School -- to the Army War College. The DD/S asked for a short reminder note on this item.

Mentioned the case of a DDP/SB employee who attended the FSI to the tune of \$3,700 of Agency funds, and then resigned two weeks after completing his training. Although we have the possibility of a reclaimer against employees attending non-governmental training facilities, we seem to have no protection in cases where government facilities are involved.

f. Mr. Bush:

The new pay raise will be effective 14 July and will be contained in pay checks for deposit 8 August 1968.

The recently passed bill for an increase in the number of employee allotments to financial institutions is awaiting the President's signature; this poses cover and security problems for the Agency. Mr. Bannerman said that one way to resolve this problem would be to limit this new privilege to overt employees. Mr. Bush is to come up with a memo making his proposals on how we proceed if the bill is signed into law.

13. Pay Raise

Mr. Bannerman mentioned the pay raise at the Executive Committee Meeting, pointing out that some GS-16's and 17's will be drawing the same pay as GS-18's.

14. Rosslyn Parking

The DD/S said that he is sending a memo on parking to Colonel White saying that we see no answer to the problem. He asked Mr. Meloon if it would be worthwhile to run another survey as to how many employees might use west parking and shuttle buses, and Mr. Meloon said that he did not think it would be worthwhile.

15. The meeting adjourned at 1125.

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Special Assistant to the

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ACTION ITEMS

DD/S STAFF MEETING

25 June 1968

1. All Support offices to consider whether or not they have suitable candidates for the 8 July NIS.
2. The DD/S requested a copy of the Congressional Record re the conference report on the bill reducing government expenditures, imposing a 10% tax surcharge, etc.
3. The DD/S requested that OTR provide him with a short note on our negro candidate for the Army War College.
4. The Director of Finance to prepare proposals outlining Agency action on the bill increasing the number of employee allotments to financial institutions -- if signed into law.

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